



DEPARTMENT OF THE NAVY

TRAINING SQUADRON FOUR
250 SAN CARLOS ROAD SUITE I
PENSACOLA FL 32508-5502

TRARONFOURINST 1500.1
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01 Jun 2013

TRAINING SQUADRON FOUR INSTRUCTION 1500.1

Subj: OFF-DUTY EDUCATION

1. Purpose. To establish command policy concerning off-duty education by squadron personnel.

2. Discussion. The complexity of today's Department of Defense missions make it essential that each person receive as much formal education as possible during their career. The relatively stable work schedule of Training Squadron FOUR provides an excellent opportunity for obtaining formal education at various colleges located in the area. In addition, Naval War College Off-Campus Seminars and the Executive Masters in Business Administration (EMBA) are offered in the area for officers desiring a diploma at the command and staff level. The command encourages off-duty education for all instructors and will attempt to arrange work schedules to allow class attendance that is balanced with mission requirements.

3. Policy

a. Staff. Staff members are encouraged to take advantage of correspondence or distance learning courses. These courses allow study in a self-paced, self-scheduled manner that is conducive to VT-4 operations. Prior permission is required to enroll in the courses that the squadron assumes financial funding. However, staff members will incur the costs of any courses they fail to complete because of operational tempo. Staff members desiring to attend classes that will regularly affect availability for flight scheduling shall submit a special request chit via their chain of command. Upon approval, officers in flight status shall ensure all class periods are properly "sniveled." Although the opportunity exists to arrange special scheduling for classes, each flight instructor participating in off-duty education is expected to reciprocate with additional flight time during the remainder of each week in order to perform at the same level as other instructors. There will be no preferential scheduling other than that which has been previously approved. Should a conflict exist, requirements of the flight schedule have first priority.

b. Officer Students. Students will not normally be authorized off-duty education while assigned to the flight-training program. Students in a long term med-down or other exceptional status, who desire to participate in off-duty education, shall submit a special request chit via their chain of command.

A handwritten signature in cursive script, reading "S. S. White". The signature is written in black ink and is positioned above the printed name.

S. S. WHITE

Distribution:
TRARONFOURINST 5216.2
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